

EXECUTIVE ASSISTANT

Our client, **Auto Solutions Ltd.**, is seeking applicants for the position of Executive Assistant.

Duties & Responsibilities:

- Providing administrative and secretarial support to the Managing Director and the senior management team.
- Maintaining the Managing Director's calendar, which includes planning and scheduling meetings and appointments.
- Communication with Board members, customers, suppliers and/or employees directly and on behalf of the Managing Director.
- Drafting and editing correspondence, reports and presentations.
- Researching and analyzing information.
- Maintaining of files and records; including HR files.
- Handling of confidential personal matters and special projects for the Managing Director as required.
- Coordinating business travel arrangement for all employees and assisting visitors with travel, accommodations and immigration as required.
- Providing support to meetings which include agenda coordination, recording and distributing meeting minutes.
- Administration of HR benefits.
- Maintaining HR records which include monitoring and updating the online HR system.
- Arranging company functions.
- Ordering of supplies, including uniforms.
- Liaising and coordinating with external contractors for facility maintenance and repairs as required.
- Other ad hoc duties as required.

Minimum Qualifications, Skills & Experience:

- Minimum of five (5) years' experience in a similar position.
- Strong organizational skills with the ability to prioritize and multi-task.
- Highly accurate and detail oriented.
- Excellent interpersonal skills.
- Exemplary planning and time management skills
- Proven ability to maintain discretion and handle confidential matters.
- Strong sense of honesty, integrity and ethics.
- Exceptional verbal and written communication skills.
- Highly proficient with MS Office including Outlook, Word, Excel and PowerPoint.

Interested applicants should apply in writing to:
Ontru: Human Resources – **Auto Solutions Ltd.**

20 Church Street
2nd Floor, Suite 205
Hamilton, HM 11
or email: hr@ontru.bm

**All applications must be received no later than:
April 15, 2016**

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